



## DEPARTMENT OF STATE HOSPITALS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF STATE HOSPITALS	<b>RELEASE DATE:</b>	Wednesday, May 29, 2013
<b>POSITION TITLE:</b>	Assistant Director, Strategic Planning	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	05292013_3

### POSITION DESCRIPTION

The Department of State Hospitals (DSH) is seeking an energetic individual who has the ability to turn DSH's new vision, mission, values, and goals into a successful strategic plan of action; and motivate all levels of staff during the planning process, and initial and on-going implementation of the strategic plan.

Under the general direction of the Director, the Assistant Director, Strategic Planning is responsible for the development, implementation, and performance measurement of DSH's strategic plan; development and implementation of performance measurement tools that can be used to advise the Director and executive staff on the effectiveness of the strategic plan; direction and oversight of DSH's efforts to re-engineer its processes through change management and employee involvement in the strategic planning process; and development and implementation of statewide policies related to strategic planning.

In addition, the incumbent will lead strategic planning activities at each State Hospital by advising and collaborating with leadership teams in the development of customized solutions and strategies to meet a variety of challenges including patient and employee safety and security, workforce morale, communication, and change management. The incumbent must have the ability to communicate effectively, gain trust, build relationships, and facilitate leadership to create a high performing team environment.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in

Government Code Section 18546.

**Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

**Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Experience in formulating, implementing, and managing statewide policies and procedures related to a strategic plan for a medium to large Department.
2. Experience in measuring short and long term performance and program outcomes related to initial and ongoing implementation of a strategic plan.
3. Experience as a Department's representative and conducting presentations in public forums, and before other agencies of government and the State Legislature on matters relating to strategic planning and performance measurement.
4. Experience working with staff employed at multiple sites in varied geographic locations.
5. Experience in formulating, implementing, and managing re-engineered processes through change management.
6. Experience implementing effective organizational development strategies.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Director, Strategic Planning**, with the **DEPARTMENT OF STATE HOSPITALS**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

1. The examination process will consist of an evaluation of the applicant's application, resume, and Statement of Qualifications (SOQ). The SOQ is a narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications, and qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing.
2. The SOQ must indicate your total years of experience and civil service classification (if applicable) performing each of the desirable qualifications.
3. The SOQ must follow these guidelines:
  - Answer each numbered item separately indicating the corresponding item number for each

response;

- Responses are to be complete, specific, clear, and concise;
- Responses must be typewritten or generated on 8 ½" x 11" paper, using no smaller than a 12-point font;
- Should be no more than three (3) pages in length.

4. The evaluation panel will independently rate each applicant's experience, education, certification, and training for this position based on the minimum and desirable qualifications. Therefore, it is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the minimum qualifications, knowledge and abilities, and desirable qualifications for this exam.

5. Hiring interviews may be conducted with only the most qualified candidates.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length with the font size 12. Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF STATE HOSPITALS , Executive Recruitment/Human Resources  
1600 9th Street, room # 440, Sacramento, CA 95814  
Shuet Tang | (916) 654-2604 | shuet.tang@dmh.ca.gov

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF STATE HOSPITALS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)